

Guide to KeePass

KeePass is a locally stored Passwordmanager. It provides an Autotype and many more useful Functions. It is protected by a Master Password of your choosing.

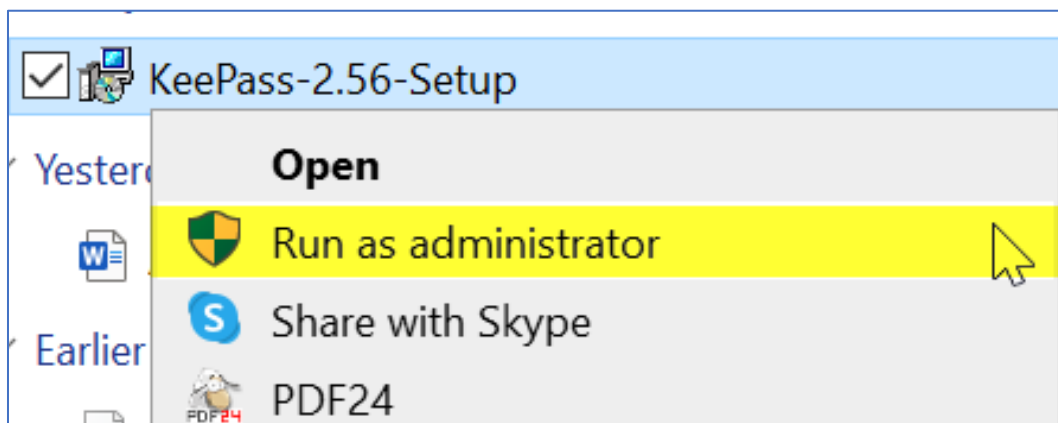
Prerequisites

Local Admin or Account with higher Privileges

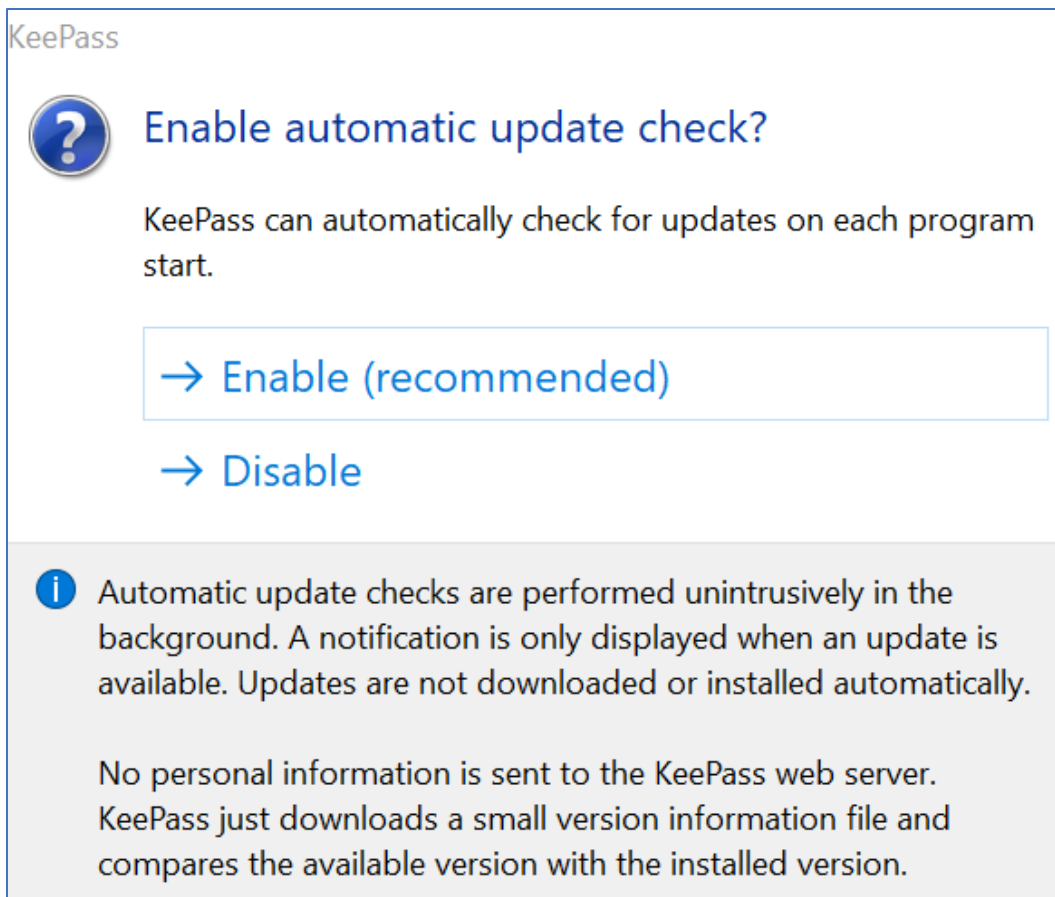
Where to get KeePass and which Version should i download?

The official Website offers KeePass for various Platforms such as Android, Windows, iOS and Mobile.

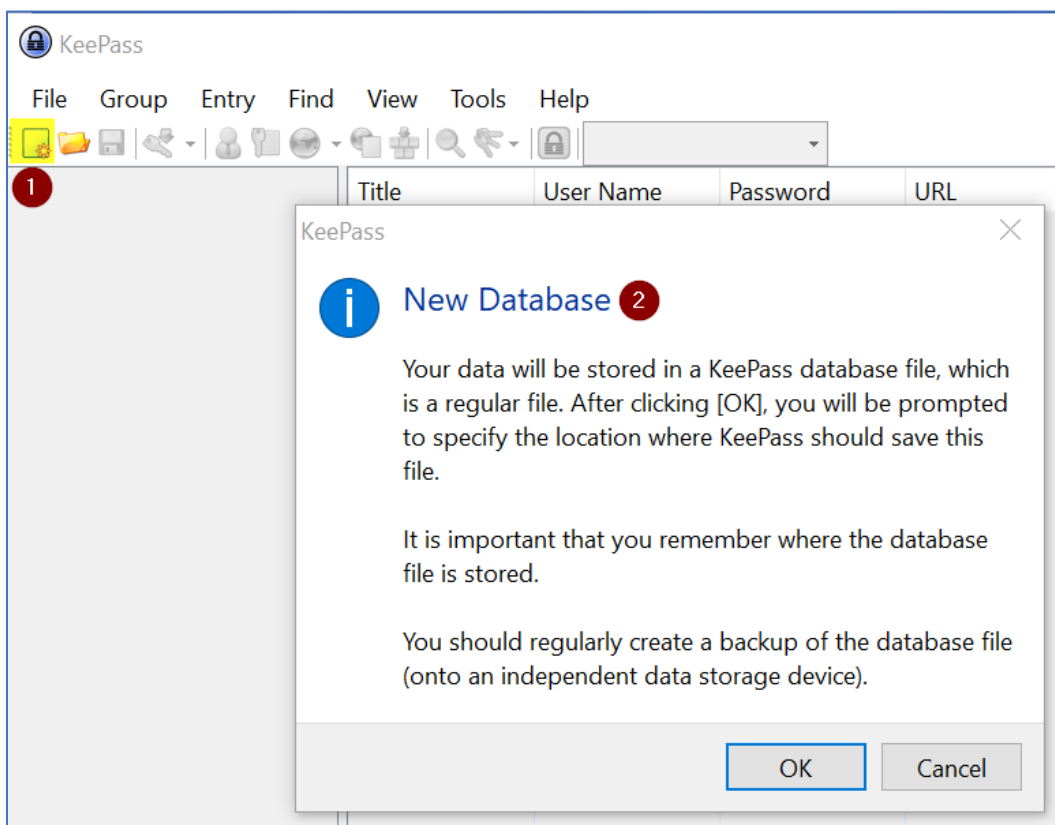
[Downloads - KeePass](#)



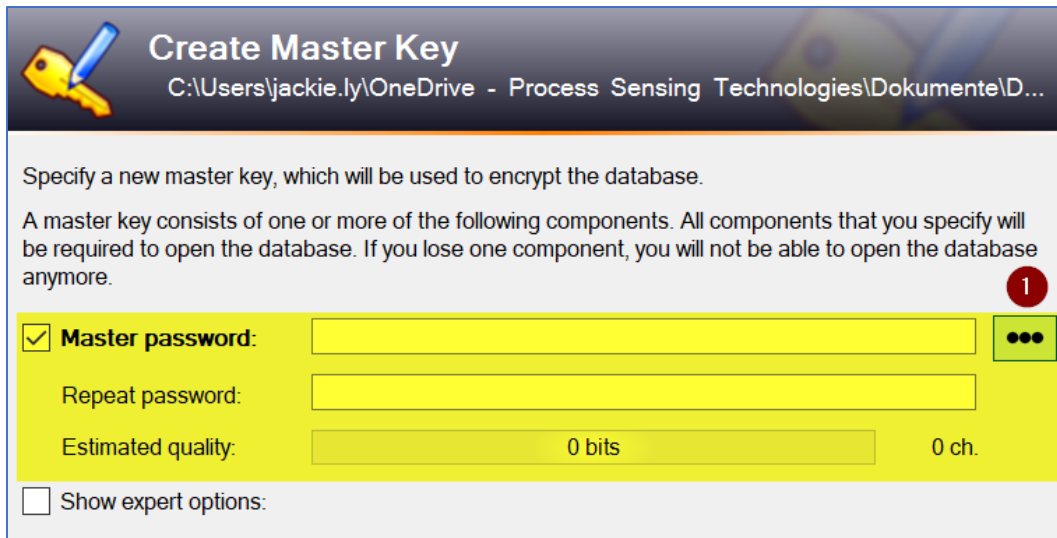
Run the Setup as Administrator (depends on your IT Policy).
Follow the Installation Wizard and keep clicking “Next” until it’s finished.



This Option after Launch is up to you.



Create a new Database for your future Passwords, select the desired Path.



Create Master Key
C:\Users\jackie.ly\OneDrive - Process Sensing Technologies\Dokumente\D...

Specify a new master key, which will be used to encrypt the database.

A master key consists of one or more of the following components. All components that you specify will be required to open the database. If you lose one component, you will not be able to open the database anymore.

☒ **Master password:** 1

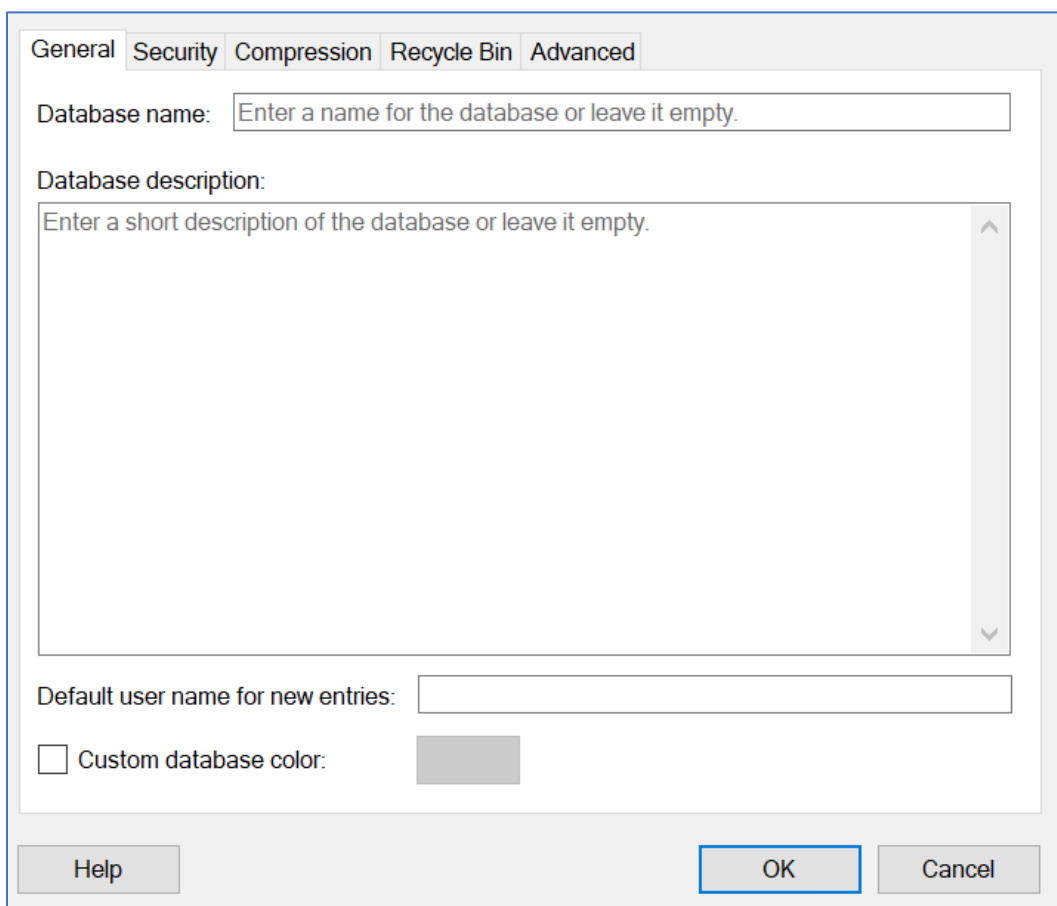
Repeat password:

Estimated quality: 0 bits 0 ch.

☐ Show expert options:

Here you will set a Master password which unlocks your “Vault” where all Passwords are stored. Keep in mind that this one can not be reset or retrieved if forgotten. So memorize or keep it somewhere safe.

1. The three Dots let’s you see the Password in plain text.



General Security Compression Recycle Bin Advanced

Database name:

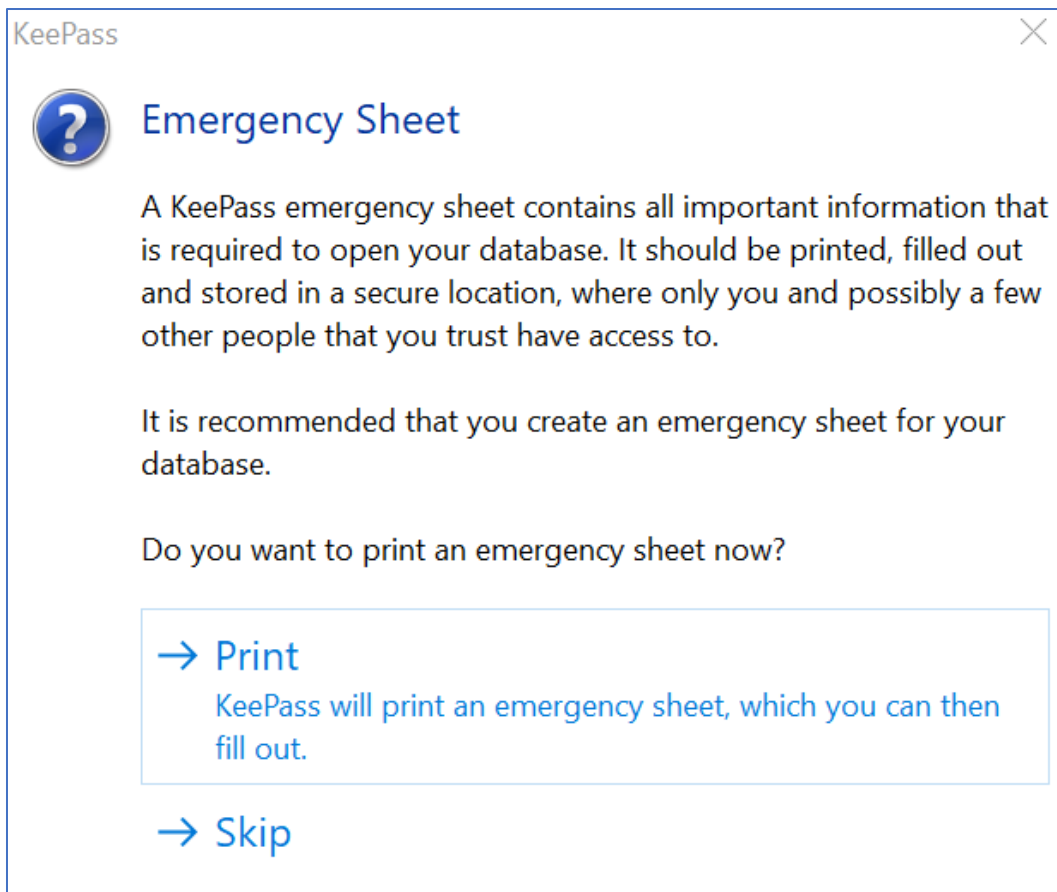
Database description:

Default user name for new entries:

☐ Custom database color:

Help OK Cancel

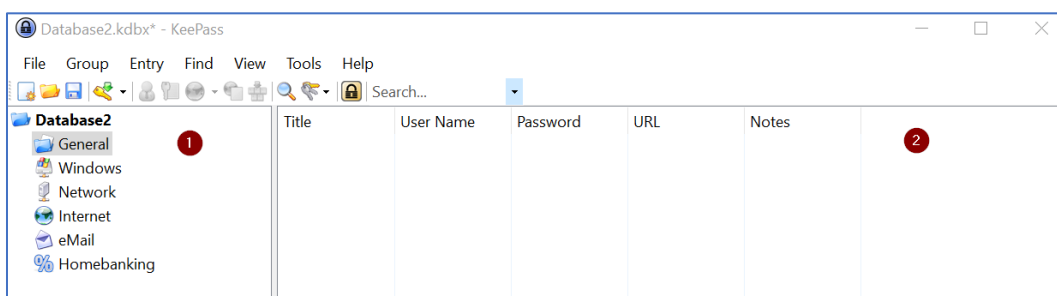
Customize your Database if your wish to but for the sake of simplicity, leave it as it is.



Emergency Sheet

Consolidate with your IT Department in case of Exit of Employment (if necessary)

KeePass Dashboard



1. Various Categories for the corresponding Accounts
2. Password Entries – you can add and edit Password Entries in this section

Entry Structure

Edit Entry
You are editing an existing entry.

General | Advanced | Properties | Auto-Type | History

Title: 1

User name: 2

Password: 3

Repeat:

Quality: 9 ch. 4

URL: 4

Notes: 5

☐ Expires:

Tools OK Cancel

1. Company Name - the same Name as if you would log on in RMS
2. User Name
3. Password
4. URL for example <https://rms.rotronic.com/RMS/Login.aspx>
5. Description for example **RMS Cloud Account**

Auto-type Function

The Auto-Type Function automatically fills blank fields in a predefined Sequence. It can be applied to single Entries or whole categories.

General | Advanced | Properties | Auto-Type | History

☒ Enable auto-type for this entry

☐ Inherit default auto-type sequence from group

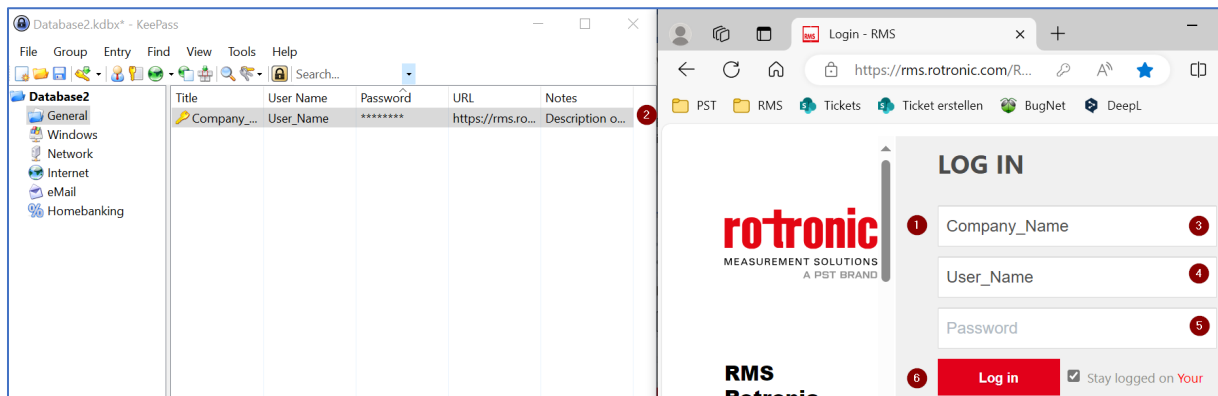
☒ Override default sequence:

Edit

Copy the String below and paste it in the Override default sequence like the picture above

{TITLE}{TAB}{USERNAME}{TAB}{PASSWORD}{ENTER}

Use Case



1. Open the Login Screen e.g RMS and empty that top field
2. Mark the Entry in KeePass and press the Shortcut CTRL+V
3. The KeePass Application should now automatically fill Company Name...
4. ...User Name
5. ... Password
6. ...and confirm the Login

Useful Tips

Generate Passwords via KeePass, it's simple and you can set the Password Parameters.

Backup your Database File after a certain Amount of Entries, better be safe than sorry.

Use the Auto-Type on all categories, the provided String in this Guide works when there are 3 Fields of Credentials you have to input. Omit the {TITLE}{TAB} in the String when there are only 2 required. For example E-Mail Login.